

PANDEMIC PREPAREDNESS REGIONAL PLANNING BRIEF GUIDELINES FOR PLANNING PROCESS

- **Stage One – Identification of Key Agency and Contact(s); Submitting an Initial Plan**
 - Core group of interested parties will identify a Point-Of-Contact (POC) for the All Hazards Region (AHR.).
 - Core group will identify a fiscal agent for the AHR region.
 - Core group will work with POC to secure verbal agreement from each municipal government within the AHR region to participate in the planning process.
 - POC will submit information to identified State Point of Contact (SPOC). (see below)
 - Core group will identify and engage additional members (see suggested list below) to participate in the AHR Coordinating Committee (RCC).
 - Core group and POC will secure written Memorandum of Understandings (MOUs) with a representative from each municipal government within the AHR region.
- **Stage Two – Preparation (Month 1)**
 - Core group and POC will review and become familiar with all guidance materials from the state.
 - Core group and POC will identify and develop a plan to engage members necessary to form comprehensive RCC.

RCC recommended membership list (Note: Membership could vary by region. RCCs may identify other key members not listed here.)

Town Selectmen or Aldermen	Town Managers	Local Emergency Management Directors
Health Officers	Hospital Representatives: Administration, Emergency Coordinator, etc.	Schools: School Principals, Nurses, etc.
EMS	Police Chiefs	Fire Chiefs
Home Health Care	Faith community	County Cooperative Extension
Pharmacists	Mental Health Providers	Veterinarians
Businesses	Civic/Volunteer Groups	Substance Abuse Providers
Social Service Providers	Public Health Nurse(s)	Regional Disaster Behavioral Health Team Representative(s)
Bureau of Emergency Management Field Representative(s)	Public Health Network(s)	Regional Planning District Representative(s)
Transport Companies	Librarian	Medical Reserve Corps
Public Works	Nursing Homes/Assisted Living Facilities	Translation Services
County Sheriffs and Corrections Representatives	Community Health Centers	Special Populations: Homeless, Blind and Impaired, Children with Disabilities, etc.
Physicians	Childcare Facilities	Funeral Homes
Other Coalitions		

- Core group and POC will establish the first meeting date of the RCC.
- Core group will review tasks detailed in the work plan guidance document and “Public Health Preparedness and Response Plan” template (Response Plan) prior to the initial meeting with RCC.
 - *Note: Core group and POC, while expected to become familiar with planning documents and planning procedures, should not feel responsible to become pandemic flu planning experts. Local, regional and state partners will provide the required expertise. RCCs may also choose to hire a consultant to facilitate planning.*
 - *Note: Core Group and POC should review the required activities in the work plan with an eye to determining if any of the required outcomes are already either wholly or partially in place, and what agency/member would best be suited to that required activity according to their agency mission and the required outcomes. If possible the POC should establish individual contact with these agencies/members to gain initial commitment to take the lead for specific activities prior to the first meeting of the RCC.*

Stage Three – Planning (Months 2-4)

- Core group and POC will establish agenda, purpose and goals for **1st RCC meeting.** *
 - Facilitate group member introduction exercise (*Note: The group may find it helpful to learn a bit about each other’s mission and connection to pandemic flu planning.*)
 - Brief group on the purpose of this initiative and need for action. (*Note: Information can be gleaned from “Frequently Asked Questions About Pandemic Preparedness Regional Planning Document”, which can be shared with members.*)
 - Provide brief overview of tasks at hand – work plan and response plan.
 - Establish parameters and timelines for action to be taken, including future meeting dates.
- **Note: RCCs may progress at different speeds. If your RCC is ready you may proceed to the next steps as part of your initial planning meeting. If not, they can be the focus of 2nd or 3rd meetings.*
- Review required activities and identify lead agencies for each in the work plan guidance document. **2nd Meeting.**
- Review state Public Health Emergency Preparedness and Response Plan template. **2nd Meeting.**
- Assess current readiness within the AHS to respond to a pandemic using the Center for Disease Control’s (CDC) assessment tool. **2nd or 3rd Meeting.**
- Convene Community Forum to review results of the CDC assessment and garner input.
- Develop action steps to complete the tasks in the work plan guidance document including completing the regional response plan template based on gaps identified and input from the Community Forum.
- Complete and review the regional response plan.

- **Stage Three: Completing and Submitting the Plan (Months 5-6)**
 - Convene Community Forum to review the regional response plan and garner input.
 - Make any necessary adjustments/adaptations based on this input.
 - POC will submit completed and RCC approved plan to SPOC for approval by the state-level Pandemic Preparedness Coordinating Committee.
 - Conduct pandemic influenza related tabletop exercise.

State Point of Contact (SPOC): Neil Twitchell - Phone: 603-271-5194. Email: ntwitchell@dhhs.state.nh.us

Documents and Additional information: www.dhhs.state.nh.us/DHHS/CDCS/avian-flu.htm

Questions/Guidance: pandemicfluplanning@dhhs.state.nh.us

Regional Pandemic Influenza Planning

Initial Proposal

SECTION I: Administration

Legal Name of Agency/Entity Serving as Fiscal Agent:

Mailing Address:

Agency Single Point-of-Contact:

Telephone:

E-mail address:

Fax:

SECTION II: Project Workplan

Required Activity	Outcome	Lead Agency	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Convene Regional Coordinating Committee (RCC)	Committee of regional stakeholders with the authority to approve the regional pandemic plan							
RCC Completes Self-Assessment of Readiness	Completed CDC assessment that identifies existing regional strengths and gaps							
Develop a workplan to prioritize and address the identified preparedness gaps	Stakeholders commit to a shared workplan that addresses specific gaps. Workgroups formed of appropriate stakeholders to address specific gaps.							
Conduct Community Forums	Community input into the need for a regional plan; recruit additional stakeholders.							
Inventory of all available hospital, critical or acute medical care, and behavioral health care capacity	Completed inventory identifies existing community resources.							
Inventory of educational institutions	Completed inventory identifies existing community resources.							

Required Activity	Outcome	Lead Agency	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Inventory of locations where large-scale quarantine can take place	Completed inventory identifies existing community resources.							
Develop draft regional plan	Improved capacity to respond, ability to evaluate the plan through drills and exercises							
Recruit volunteers to assist in providing services included in the plan (e.g. mass clinics, supportive services to those under quarantine, etc.)	Increased capacity to respond							
Provide NIMS/ICS training	Response workers meet federal and state requirements							
Provide training to the business community about the draft regional plan. Disseminate and encourage use of the CDC's Business Pandemic Influenza Checklist	Increased knowledge among and support from businesses that comprise critical infrastructure. Individual companies identify their strengths and gaps.							
Provide training to volunteers and direct care workers on the draft regional plan.	Increased knowledge among responders. Ability for agencies to train staff on their role during a pandemic.							
Conduct pandemic influenza related tabletop exercise	Ability to revise plan to address areas for improvement.							
Conduct Community Forums	Community knowledge of completed regional plan							

SECTION III: Partners

- A. Briefly describe your plan to engage municipal officials and receive support to sign the Memorandum of Agreement.

- B. List other major partners that will be recruited to participate in developing the regional plan.

- C. Describe what kind of technical assistance (TA) you would like from the State in the planning process to complete the deliverables. (This is an initial request only and will help state agencies plan to provide TA. Additional TA may be requested as you move through the planning process).